



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Stadium Manager

QUALIFICATIONS:

1. Bachelors Degree or two (2) year degree with a minimum of five (5) years experience in stadium, turf management or recreational facilities management.
2. Florida Restricted Use Pesticides (RUP) License, Commercial Applicator Certification and minimum of five years experience in turf and irrigation maintenance preferred.
3. Valid Florida driver's license.
4. Possess strong written and oral communication skills, planning, and organizational skills, with the ability to manage multiple priorities concurrently.
5. Strong computer skills, especially in MS Office and should be proficient in Excel and Word.
6. Overall good health with no restrictions.

PHYSICAL REQUIREMENTS: Heavy and capable of working in the sun for prolonged periods of time.

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

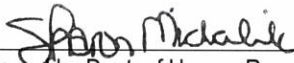
PERFORMANCE RESPONSIBILITIES:

1. Oversees the daily operation of three (3) stadiums; Deane Bozeman Stadium, Mike Gavlak Stadium and Tommy Oliver Stadium and all middle school football fields.
2. Supervises five (5) stadium personnel and develops and implements work schedules to ensure that all jobs are completed in a safe and efficient manner.
3. Prepares all maintenance requests for work to be performed at all stadiums and supervises the cleaning of stadiums after events.
4. Serves as liaison/ contact with Principals and security personnel coordinating stadium activities.
5. Develops, establishes and maintains an annual turf maintenance plan.
6. Facilitates training and professional development for all stadium personnel in turf maintenance and irrigation repair.
7. Coordinates, schedules and ensures that all stadiums are prepared and equipped for year round scheduled events.
8. Maintains a schedule of events at each stadium on the Bay District Schools website and ensures that proper supervision is present for all events.
9. Provides quality assurance and technical advice for turf maintenance programs for all middle and high school athletic fields.
10. Evaluates and ensures completion of lawn maintenance at all district facilities.
11. Maintains and updates inventory, secures and stores all stadium equipment and supplies in a safe and organized manner.
12. Assists the Maintenance Supervisor in developing, submitting and maintaining the stadium operations budget.
13. Ensures all equipment is maintained, repaired and operational.
14. Serves as designated member of the hurricane and disaster response team and performs other tasks consistent with the responsibilities of this position.
15. Responds after hours/weekends as needed with work schedules adjusted accordingly.
16. Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
17. Performs other duties as assigned by Maintenance Supervisor.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in Current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

Date: **APPROVED JAN 12 2016**
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer